



## **Administrative Assistant to the Executive Director of Scientific Activities**

The California Institute for Regenerative Medicine (CIRM) is the state agency established under the California Stem Cell Research and Cures Act which provides \$3B in funding for stem cell research at California universities and research institutions. CIRM's role is to administer grants and loans for stem cell research, research facilities and other important stem cell opportunities.

Under the direction of the Executive Director of Scientific Activities, the incumbent provides executive administrative support.

### **Qualifications:**

- Possession of a bachelor's degree and at least 4 years of experience performing administrative support or an equivalent combination of education and experience.
- Experience with office computer applications for calendaring, word processing, spreadsheets, and presentations. (Outlook, Word, Excel and PowerPoint)
- Excellent oral, written and interpersonal communication skills.
- Diplomatically and professionally communicate with executives, the public and staff individuals; demonstrate proper protocol.
- Work in a rapidly changing environment with continuously evolving priorities and under tight deadlines
- Able to logically plan, organize and prioritize work in consultation with manager.
- Establish and maintain effective professional collaborative working relationships with those contacted in the course of day-to-day work.
- Use initiative and resourcefulness in resolving operational issues within established procedural guidelines.
- Strong organizational skills including attention to detail
- Ability to work well in a team environment.

### **Desired Qualifications**

- Experience working in a biotech firm or higher education institution.

### **Salary Range and Benefits:**

The salary range for this position is \$53,456-\$80,184 annually. The salary offered will be commensurate with the candidate's skills, knowledge and experience.

CIRM offers a competitive compensation package. See the following website for more detailed benefit information <http://www.dpa.ca.gov/benefits/employeebenefits.shtm>.

The position is open until a suitable candidate is found.

### **How to apply: Interested candidates please submit:**



- Cover letter
- CV/Resume
- California State application at <http://www.spb.ca.gov/WorkArea/showcontent.aspx?id=1814> to:

[jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov) preferably or mail to 210 King Street San Francisco, CA 94107.

**CIRM is an Equal Opportunity Employer and committed to a diverse workforce.**